

Article 1: How to Add a Credential

How to Add a Credential

+ Add New

To add a credential, navigate to **“Manage Credential”** in the left side panel and click the blue **“+ Add New”** button in the top right of the **My Credential Record** dashboard.

With a new credential submission, you must select credential type and add a credential number, activation date, and expiration date. The activation date is the first date that the credential is valid or the current date if that is not applicable. If you do not see the credential type you need, please reach out to your operation’s local Ninth Brain Administrator for support.

The screenshot shows a web form titled "Add Credential to My Record". At the top left is a "< Back" button and at the top right is a "Save & Add" button. The form contains the following fields:

- * Credential:** A dropdown menu with the text "Select a Credential" and a question mark icon.
- Credential Number:** A text input field.
- * Activation Date:** A date picker field showing "8/1/2024" with a question mark icon.
- Expiration Date:** A date picker field with a question mark icon.
- Document:** A section with a question mark icon, containing two "Browse..." buttons. The first is labeled "Front of Credential Document" and the second is labeled "Back of Credential Document (optional)".
- Work Note:** A large text area for notes.

Depending on the credential, you may be required to upload a photo of the front and back of the credential document. All credentials will go into a pending status until they are approved. Submitted credentials and status updates can be found in the **My Credential Submissions** tab.



Note: If the credential type you are looking for isn’t in the **‘Credential’** dropdown, select the **‘Other’** option to display a list of **‘Other Credentials’**.